

Approved For Release 2001/03/02 : CIA-RDP78-04691A000100090004-9

*Office Memorandum* • UNITED STATES GOVERNMENT

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TO : Administrative Officer, [REDACTED]

FROM : Chief, General Services Branch

SUBJECT: Cleaning - [REDACTED] [REDACTED]

DATE: 9 November 1950

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1. Reference is made to your recent verbal request for recommendations from this office regarding cleaning at the [REDACTED] [REDACTED]

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2. The undersigned recalls that prior to the activation of this area, the question of cleaning was discussed and several verbal recommendations made regarding this matter, however, due to budgetary reasons the number of slots available for maintenance personnel was restricted to one and one-half positions. The undersigned was of the opinion at that time, that this number was inadequate to accomplish the desired results. Pursuant to your recent statement that this opinion had been verified, a study has been made of this area and the following recommendations are noted.

a. That the floor area of approximately 10,275 square feet would require one position in order to perform normal sweeping and dusting on a daily basis. Along with these duties and under good supervision the responsibility of maintaining the toilet rooms can be included.

b. Normally it would be feasible to dust a greater amount of space than the figure quoted above, however, this location requires the careful handling of radio equipment scattered throughout the Administration Building and the necessity for using a vacuum cleaner in numerous locations.

c. That a second complete position would be required in order to perform the following maintenance requirements: mopping, waxing, window washing, high cleaning, cutting the grass in the compound and perform other miscellaneous duties in the several smaller buildings adjacent.

d. In connection with the upkeep of the exterior of these building and grounds, miscellaneous painting appears to be feasible by the second position.

e. We are of the opinion that very little can be accomplished in the maintenance of the antenna field with these two (2) positions.

3. It is recommended that all work be established on a scheduled basis and that proper supervision be maintained at all times.

/s/ [REDACTED]

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